

In School Youth Pre-Application Meeting 3/8/2013
Questions and Answers

1. On page #38, you list Attachment W. There is no Attachment W.
 - As listed on page 38 of the RFA, there is not a form or template contained in the RFA for Attachment W. An Applicant must submit the Letter of Intent from the Postsecondary school partner and label it Attachment W.
2. On page #38, Attachment O and L are the same. Should it be included twice?
 - Attachment O and L are not the same. As listed on page 38, Attachment L is the Basic Business License Clean Hands from the Department of Consumer and Regulatory Affairs. Attachment O is the Certificate of Clean Hands from the Office of Tax and Revenue.
3. On page 17 and page 19, there is a reference to the number of cohorts and participants. Is the minimum number of youth to be served 50?
 - As stated on page 17 and page 19, applicants must commit to serving a minimum of 25 and a maximum of 35 eligible youth per cohort. For this grant period, applicants must propose to serve two cohorts simultaneously (one cohort of rising third year students and one cohort of rising fourth year students).
4. Please note outcomes on page 28, the outcomes are for seniors. What are the outcomes for juniors?
 - The RFA includes three specific outcome measures: 1) Attainment of a Secondary School Diploma or Recognized Equivalent; 2) Placement in Employment, Advanced Training or Postsecondary Education; and 3) Literacy and Numeracy Gains. Because of the unique cohort-based structure of this grant program, different outcome measures will apply for the 3rd Year and 4th Year cohorts. For outcome #1 (attainment) and outcome #2 (placement), applicants should propose outcome measures that include only the 4th Year cohort; that is, the denominator for these outcome measures should equal the number of students that will be served in the 4th year cohort. For the literacy/numeracy outcome, applicants should propose outcome measures based on both cohorts; the denominator for this outcome should equal the total number of participating youth being served across both the 3rd Year and 4th Year cohorts.
 - In the event that a Grantee is awarded an option year at the end of the grant period under this RFA, it is expected that the grantee will continue to serve the all participants in the current 3rd Year cohort as the 4th Year Cohort during such option year. Applicants are strongly encouraged to describe how interim participant performance measures proposed as part of the application will reflect progress toward the credential attainment and placement credentials for the 3rd Year cohort.
5. On page 14, you give 5 points for completing the Applicant profile and 5 points for stating the target population for a total of 10 points. Yet, you give only 2 points for past performance. Why is past performance so insignificant and completing a required form weighted so heavy?
 - A response to question 5 will be posted Monday, March 11th, 2013.

In School Youth Pre-Application Meeting 3/8/2013

Questions and Answers

6. Please explain Attachment B. Should we complete Attachment B as well as writing to the six major components listed on page 15?
 - It would be redundant to respond to Attachment B and the six major components listed on page 15 and page 34. Attachment B is intended to be used to answer the six major components listed on page 15 and page 34.
 - The answer to the six major components listed on page 15 and page 34 are the Program Narrative that should be answered or explained in Attachment B.
7. Page 34 of the RFA states that: "The length of the application may not exceed twenty-five (25) double spaced pages. The page limit does NOT include Attachments A-W. Pages should be numbered and include a header identifying the Applicant's name, program model, and SDA. Each section and sub-section should be clearly identified."
 - Please note that any reference to a twenty-five (25) double spaced pages limit should be replaced with a 40 page single space pages limit.
8. What is considered as the major sections of the application?
 - This question was interpreted to mean the major components of the application that can be found on page 15 and page 34.
9. Are Grantees able to have two post-secondary partnerships?
 - As explained on page 20 of the RFA, all grantees shall enter into a partnership with at least one (1) public, charter, or alternative secondary school that will serve as the host secondary school for the funded program. Thus, a grantee may have more than 1 post-secondary partnership.
10. Is there any budget format we can take a look at?
 - Please use Attachment E – Budget Narrative and Attachment F – Proposed Operating Budget for submitting the application.
11. Financial Management's 6 points depend on what?
 - The explanation of how the 6 points are attained is outlined in Attachment B on page 2, Section 3, entitled "Organizational Capacity and Staffing", subsection c., entitled, "Financial Management".
12. Can we use SYEP grant as past performance?
 - Attachment J states, "Respondents must provide performance information relating to a grant or contract for the provision of services similar to those proposed under this RFA during at least one of the previous three years." Thus, past performance on an SYEP grant may be submitted as long as it meets the above-stated requirements.
13. When do we need full enrollment by? Can we use summer 2013 for recruitment?

In School Youth Pre-Application Meeting 3/8/2013

Questions and Answers

- Awarded grantees will be expected to work with their host secondary partner(s) to identify and recruit youth who are eligible for the program. The tentative start date of grant-related activities in June 1, 2013. Grantees would be expected to enroll youth in their program and begin serving youth on July 1, 2013 (to coincide with the start of the DC Summer Youth Employment Program (SYEP)).
14. If the school which a program has a partnership with only has 9th and 10th grade students is this school optional, even if it is the only high school in the area?
- Page 6 of the RFA states that: “Applicants should propose to serve two cohorts simultaneously: one cohort of rising 4th year students who will receive sufficient services to enable them to meet required outcomes during the one year grant period; and one cohort of rising 3rd year students who will be served according to a two-year program model, with the second year of services subject to renewal based on performance. Applicants should propose distinct services and assessment plans for each cohort. Students from both cohorts will be considered eligible to participate and receive wages through the SYEP in 2013. Rising 4th year students should participate in a structured employment activity during the school year.”
 - The school partner must have rising 4th year students and rising 3rd year students. Thus, a school partner with only 9th and 10th grade students does not meet the requirements of the RFA.
15. Can the RFA be extended by 1 week and be due 3/22/2013?
- No, we cannot extend the RFA by a week. Applications are due March 15th, 2013 by 2:00pm.
16. Can you focus on a subcategory? Foster youth 50% of them live outside of DC but these youth are extremely vulnerable and are not within any single school or region.
- No, this grant is focused on District of Columbia youth attending District of Columbia public, charter or alternative secondary schools.
17. In Attachment B, they request “Attachment C and V” be the most recent fiscal audit, when they’re listed “Attachment C” is the “Statement of Certification” and they do not have an Attachment V listed in the list of Attachments.
- Attachment B lists Attachments C and V under the “Application Budget” section (pages 12-14 of Attachment B) so that the Applicant is clear that these two attachments, in addition to, being required for responsiveness, will also yield the Applicant one total point according to the scoring criteria outlined on page 14 of the RFA.
 - Attachment C is the Statement of Certification and includes financial certifications that an Applicant must attest to in order to be eligible for award.
 - As listed below and on page 38, Attachment V is:
 - i. Attachment V – Audit/Financial Statements: The Applicant shall provide a copy of the organization’s most recent and complete set of audited financial statements available. If audited financial statements have never been prepared due to the size or age of an organization, the Applicant must provide, at a minimum, a current and previous year budget, an income statement or Profit and Loss Statement, and a Balance Sheet certified

In School Youth Pre-Application Meeting 3/8/2013

Questions and Answers

by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.

- ii. As listed on page 38 of the RFA, there is not a form or template contained in the RFA for Attachment V.

18. Should the complete application be submitted as a word document or .pdf? If in word, does it matter which version?

- The RFA does not specify which file type the application must be submitted in.
- If an Applicant chooses to submit a word document as the file type, the version of word used does not matter.

19. Is it required that you have an existing school partnership?

- As stated on page 20 of the RFA, “all grantees shall enter into a partnership with at least 1 public, charter, or alternative secondary school that will serve as the host secondary school for the funded program.” Also stated on page 20 of the RFA, “The Applicant and the host secondary school partner must submit a detailed Letter of Intent (Attachment W) as part of the application.” The applicant must submit a Letter of Intent (Attachment W) from a host secondary school as a part of the application. Thus, the relationship can be newly formed or existing.

20. How is the school location decided for each Grantee?

- This question is interpreted to ask whether the location of the school influences the award of the grant. As stated on page 6 of the RFA, “DOES intends to award at least one grant in each of the two SDAs. Thus, the location of the school will be considered as a part of the grant process.